



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Agency Information Collection Activities; Proposed Collection; Public Comment Request

AGENCY: Department of Health and Human Services.

ACTION: Notice.

SUMMARY: In compliance with section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, Grants.gov (EGOV), Department of Health and Human Services, announces plans to submit an Information Collection Request (ICR), described below, to the Office of Management and Budget (OMB). The ICR is for reinstatement of a previously-approved information collection assigned OMB control number 4040-0003 – SF424 – Short Organizational, which expired on July 30, 2011. The ICR also requests categorizing the form as a common form, meaning HHS will only request approval for its own use of the form rather than aggregating the burden estimate across all Federal Agencies as was done for previous actions on this OMB control number. Prior to submitting that ICR to OMB, EGOV seeks comments from the public regarding the burden estimate, below, or any other aspect of the ICR.

DATES: Comments on the ICR must be received on or before **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

ADDRESSES: Submit your comments to Ed.Calimag@hhs.gov or (202) 690-7569.

FOR FURTHER INFORMATION CONTACT: Information Collection Clearance staff, Ed.Calimag@hhs.gov or (202) 690-7569.

SUPPLEMENTARY INFORMATION: Form is available upon request.

Information Collection Request Title: SF-424 Short Organizational Form

Abstract: The SF-424 Short Organizational Form provides the Federal grant-making

agencies a simplified alternative to the Standard Form 424 data set and form. Agencies may use the SF-424 Short Organizational Form for grant programs not required to collect all the data that is required on the SF-424 core data set and form.

Need and Proposed Use of the Information: To obtain Federal grants funds, applicant organizations must apply to the Federal agency or organization responsible for administering the grant program. The SF-424 Short Organizational Form will be used by applicants to apply for Federal grants and for Federal agencies to review submissions for Federal grants funds.

Likely Respondents: Federal grant applicants

Burden Statement: Burden in this context means the time expended by persons to generate, maintain, retain, disclose or provide the information requested. This includes the time needed to review instructions, to develop, acquire, install and utilize technology and systems for the purpose of collecting, validating and verifying information, processing and maintaining information, and disclosing and providing information, to train personnel and to be able to respond to a collection of information, to search data sources, to complete and review the collection of information, and to transmit or otherwise disclose the information. The total annual burden hours estimated for this ICR are summarized in the table below.

Total Estimated Annualized Burden - Hours

Form Name	Number of Respondents	Number of Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours

	8388	1	1	8388
Total	8388	1	1	8388

Grants.gov specifically requests comments on (1) the necessity and utility of the proposed information collection for the proper performance of the agency's functions, (2) the accuracy of the estimated burden, (3) ways to enhance the quality, utility, and clarity of the information to be collected, and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden.

Darius Taylor,

Information Collection Clearance Officer.

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